

## **FIRE PAPERWORK TIPS, TRICKS & FAQ's**

### **Equipment Shift Tickets (OF-297)**

- Mileage rates must have beginning and ending odometer readings
- You cannot claim the daily and mileage rate and the hourly rate in any one duty day
  - You can only claim the daily and mileage rate in any one duty day
  - Or you can only claim the hourly rate in any one duty day
- Tape Equipment Shift Tickets in order, by date, two (2) to a page, only on one side of paper. Use additional sheets of paper as needed.
- Do NOT put different pieces of equipment on the same sheet of paper
- How to properly record hours on Shift Tickets
  - INCORRECT: 6/23                    2115-2358    (1/4 hour)
  - Please take to the nearest half hour, or if absolutely necessary the nearest quarter hour
- How to properly document Shift Tickets when involving midnight (2400 hours)
  - INCORRECT: 6/23                    2100-0930    (do not combine days)
  - CORRECT: 6/23                    2100-2400                    6/24 0000-0930 (New Day)
- Add Crew Members names to the Equipment Shift Tickets in the "Remarks" box for Engines and Tenders for each operational shift

### **Crew Time Reports (CTR's) (SF-261) and Incident Time Reports (OF-288)**

- How to properly record hours on CTRs
  - INCORRECT: 6/23                    2115-2358    (1/4 hour)
  - Please take to the nearest half hour, or if absolutely necessary the nearest quarter hour
- How to properly document CTRs when involving midnight (2400 hours)
  - INCORRECT: 6/23                    2100-0930    (do not combine days)
  - CORRECT: 6/23                    2100-2400                    6/24 0000-0930 (New Day)
- You must provide a current red card to District Agent so they can determine the correct rate of pay. You will be paid at your highest qualification according to the Wyoming Mini-Mob.
- You will be paid the same rate of pay as indicated by your red card at hiring date.
- If you complete a taskbook on a fire you will continue to be paid at the rate you were hired at for that fire. Your new rate of pay will occur on the next fire you dispatch to if you red card has been updated and signed by your Chief.
- Make sure the name on the CTR and OF-288 matches the name on the red card (no nicknames)